

General information of the data subject about the collection of personal data as an employee, trainee or student trainee

Those responsible

DOCX Technische Dokumentation GmbH & Co. KG

Markgrafenstraße 3
D-33602 Bielefeld

Tel. +49 521 96720-30

Fax +49 521 96720-40

mail@docx.de

Legal representatives

- Oliver Harm
- Anne-Kathrin Goldstein

Information on data processing activities

Purposes of the processing activity

We process your personal data for the initiation, execution and processing of employment relationships and all related processing (e.g. working time administration, assessments, payroll accounting, communication, cooperation with customers and suppliers) as well as to fulfil our legal obligation as an employer (e.g. social insurance, tax matters).

Legal basis of the data processing activity

The processing is necessary for the fulfilment of a contract or a pre-contractual measure according to Art. 6 para. 1 lit. b DS-GVO in conjunction with Art. 6 para. 1 lit. b DS-GVO. § 26 BDSG, to fulfil legal obligations pursuant to Art. 6 para. 1 lit. c DS-GVO or to safeguard our legitimate interests pursuant to Art. 6 para. 1 lit. f DS-GVO and no interests or fundamental rights and freedoms of the person concerned prevail.

Categories of recipients

Internal recipients are employees, personnel and payroll, accounting, back office. We also use service providers (e.g. contract processors) to fulfil our tasks, such as tax consultants, IT service providers and hosting providers, and transmit data to social insurance carriers / health insurance funds, authorities or courts within the framework of statutory obligations.

Data transfer to a third country

There is no planned transfer to third countries.

Additional information requirements

Storage period of personal data

The storage is based on the legal requirements, in particular § 147 AO (10 years) and § 257 HGB (6 years). Personal data are deleted as soon as their purpose has ceased to apply and there is no obligation to retain them.

Rights of the data subject

As a natural person, you have the right to be informed (pursuant to Art. 15 DS-GVO) by the person responsible about the personal data concerning you, as well as the right to correction (Art. 16 DS-GVO), deletion (Art. 17 DS-GVO) and restriction of processing (Art. 18 para. 1 DS-GVO). You also have the right to object to the processing (Art. 21 DS-GVO) and the right to data transfer (Art. 20 DS-GVO).

If you wish to exercise your rights, please contact us via the communication channels mentioned above.

Right of appeal

You have a right to appeal to the appropriate supervisory authority.

Obligation to provide personal data

The provision of personal data about the data subject is required for the fulfilment of legal obligations or for the establishment and structuring of an employment relationship. The data subject is then obliged to provide the personal data.

Failure to do so would have the consequence that an employment contract cannot be concluded.

Automated decision making

There is no automated decision making or profiling.